

# SDAC Bylaws

## Article I – Name and Purpose

**Art I, Sec 1:** The name of the committee shall be the Valley Mountain Regional Center Self Determination Advisory Committee (VMRC SDAC)

**Art I, Sec 2:** The VMRC SDAC is organized exclusively based on statute WIC 4685- Each regional center shall establish a local volunteer advisory committee to provide oversight of the Self-Determination Program. The committee shall also review the progress of the Self-Determination program, make sure it is in compliance with the statute and make meaningful recommendations for improvement to the regional center and the local SDAC volunteers

## Article II - Membership

**Art II, Sec 1:** VMRC and the State Council on Developmental Disabilities (SCDD) shall appoint one-half of the membership of the committee through volunteer application and screening. The committee shall consist of the regional center clients, client's rights advocates, consumers/ self-advocates, family members and related community leaders. A majority of the committee shall be consumers and their family members. The committee shall reflect the multicultural diversity and geographic profile of the local catchment area: Amador, Calaveras, San Joaquin, Stanislaus and Tuolumne county.

## Article III – Annual Meeting

**Art III, Sec 1:** Date. The VMRC SDAC was established on June 30, 2015. The date of the annual meeting and general assembly shall be determined by the Executive committee around the month of June, every year.

**Art III, Sec 2:** Election. The election process for new officers will occur as the first item of the agenda of the Annual Meeting.

**Art III, Sec 3:** Notice. Notice of each meeting shall be given to each voting member via email, unless otherwise requested via other forms like a mail-in letter, ten days before the meeting in adherence to the Open Meeting Act – Bagley Keene. Meeting information shall be posted in VMRC and SCDD website as well.

## Article IV – Executive Committee

**Art IV, Sec 1:** The Executive Committee shall be composed of a Chairperson, Vice-chairperson, Secretary and Assistant Secretary. They shall be responsible for the overall direction of the committee. They shall develop meeting agenda and complete minutes for each meeting.

**Art IV, Sec 2:** Meetings. The VMRC SDAC shall meet once a month at a mutually agreed upon date and time by the local unit. The Executive Committee shall establish the agenda for each meeting and arrange for translation and posting of information in accordance with Bagley Keene. The Executive Chair may call a special meeting in addition to the monthly VMRC SDAC meetings to address urgent matters with notices sent out by the executive secretary in accordance to Bagley Keene.

**Art IV, Sec 3:** Executive Committee Elections. In accordance to Art III, Sec 2 that the election shall be the first item of agenda of the annual meetings. Officers shall be elected with a majority vote of all active committee members present, whether in-person, via phone or any other form that allows for real time participation. Term Limits shall be enforced with no exceptions.

**Art IV, Sec 4:** Terms. All executive committee members shall serve a 2 year term. They shall be eligible for re-election for up to 2 consecutive terms on the same position after which they need to step down. The same officer shall be allowed to run for other available positions. Partial terms shall not be included in determining the 2 consecutive term limits.

**Art IV, Sec 5:** Quorum. A quorum must be established during each meeting before motions are made or passed. A quorum shall be defined as a simple majority of half of all active members plus 1.

**Art IV, Sec 6:** Membership status. The VMRC SDAC Executive committee shall evaluate active membership at the beginning of each meeting to establish a quorum. A member with an unexcused absence for 3 consecutive months in the scheduled monthly meetings shall be dismissed from SDAC. Excused absences means that SDAC Executive committee was notified and one of these conditions was met: sickness, family emergency, personal

emergency, planned vacation, work related responsibility and other unexpected event on that day. Once a membership has been dismissed, re-application shall be allowed but re-instatement is not automatic. Re-application will be considered under the same guidelines used for acceptance of all new members.

**Art IV, Sec 7:** Resignation. Resignation from the VMRC SDAC must be in writing and received by either the secretary, assistant secretary or VMRC or SCDD.

**Art IV, Sec 8:** Vacancies. VMRC SDAC vacancy applications shall be reviewed and filled by VMRC and SCDD in consultation with the Executive committee. This shall reflect the multicultural diversity and geographic profile of the local catchment area of Amador, Calaveras, San Joaquin, Stanislaus and Tuolumne County.

## **Article V – Executive Officers Duties and Responsibilities**

**Art V, Sec 1:** Executive Chairperson. The Executive chairperson shall convene the regularly scheduled VMRC SDAC meeting, shall preside or arrange for other members of the executive committee to preside at each meeting in the following order: Vice Chairperson, Secretary then assistant secretary. The Chairperson shall attend SCDD Statewide Self Determination Committee 3 times a year in Sacramento and report back to the local VMRC SDAC. If the Chairperson is not able to attend, the Chairperson may request another VMRC SDAC member to attend, preferably another member of the Executive committee. In addition, the Chairperson will prepare a written report of SDAC activities and short meeting summaries; and attend VMRC Board of Directors meetings of about 6 times per year and at minimum, provide an oral report to the VMRC Board of directors. If the Executive chair becomes vacant prior to the scheduled annual meeting and election, the Vice Chair shall assume the role. The position of Vice Chair vacated shall be filled in the next meeting with an established quorum.

**Art V, Sec 2:** Executive Vice Chair. The Vice Chair shall perform all the functions of a Chair in their absence or other responsibilities delegated by the Chair. In the event that the Executive Vice Chair becomes vacant prior to the scheduled annual meeting and election, the position vacated shall be filled in the next meeting with an established quorum.

**Art V, Sec 3:** Executive Secretary. The Secretary shall be responsible for keeping records of VMRC SDAC actions, including overseeing the taking of the minutes at all VMRC SDAC meetings, sending out meeting announcements, distributing copies of minutes and agenda (with translation as requested) with assistance from VMRC and SCDD staff. If the Executive Secretary becomes vacant prior to the scheduled annual meeting and election, the Assistant Secretary shall assume the role. The position of Assistant Secretary vacated shall be filled in the next meeting with an established quorum. The responsibilities of the Executive secretary can be delegated to support staff as needed.

**Art V, Sec 4:** Executive Assistant Secretary. The Assistant Secretary shall perform all the functions of a Secretary in their absence or other responsibilities delegated by the Secretary. If the Assistant Secretary becomes vacant prior to the scheduled annual meeting and election, the position vacated shall be filled in the next meeting with an established quorum.

## **Article VI – Special Committees**

**Art VI, Sec 1:** The VMRC SDAC may create special committees as needed such as work group, training, recruitment or as needed. The executive chairperson shall fill all special committee chairs by an election with a simple majority of one half plus one. All special committee and its chairs shall be evaluated every 2 years by the newly elected executive chairperson to determine its continuation. SDAC self-advocates and their family members shall be prioritized in selecting a chair and committee members.

## **Article VII - Amendments**

**Art VII, Sec 1:** These Bylaws may be amended when necessary, by a two-thirds majority vote of all VMRC SDAC active members. Proposed amendments must be submitted to the Executive Secretary to be sent out and translated if needed in accordance with the Open Meeting Act – Bagley Keene.

These Bylaws are hereby approved at the VMRC SDAC business meeting on: January 19, 2023

